

## STUDENT INSTRUCTIONS FOR THE LICENSING EXAMINATION

The licensing examination process (including the retest) MUST be completed within one (1) year of the completion of your Commission's mandated basic training courses, regardless of your graduation date.

Requests for a specific accommodation for a disability must be made in writing to the Commission. At least 60 days is required for consideration of such requests. For further information, contact the Standards Compliance Section at 517-322-6525. The Commission follows the requirements of all applicable legislation.

To be admitted to the test, you MUST have ALL of the following:

1. Pre-service candidates must have an appropriate authorized signature on the admission slip;
2. A valid driver's license (if no picture appears on your license, you must also present pictured identification).
3. Contact MCOLES at (517) 322-6525 to register for the scheduled test date.

***It is important to verify your eligibility with your college  
or training director prior to traveling to the test site.***

**RESULTS NOTIFICATION:** You will receive only a pass/fail score for this exam. After all verification has been completed, you will receive a letter notifying you of the status of your licensure. You will not receive a separate exam results notification.

**Please allow three (3) to four (4) weeks for official notification.  
If you fail the initial administration of the exam, you will receive written notification  
within two (2) weeks after the date of the initial exam administration.**

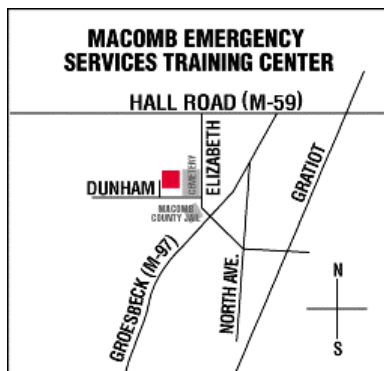
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### TESTING SCHEDULE January through July 2005

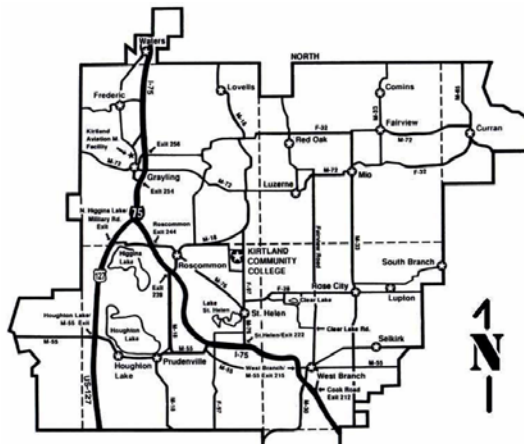
<u>Date 2005</u>	<u>Location</u>	<u>Time</u>
January 6	MCJ	9:00 a.m.
February 18	KLCC	10:00 a.m.
March 24	MCJ	9:00 a.m.
April 15	KLCC	10:00 a.m.
May 23	MCJ	9:00 a.m.
July 1	KLCC	10:00 a.m.
July 28	MCJ	9:00 a.m.

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The MCJ location is the Macomb Emergency Services Training Center, 21901 Dunham Rd, Clinton Twp., Michigan. The KLCC location is Kirtland Community College, Administration Building, Room 135, 10775 N. St. Helen Road, Roscommon, Michigan.



**Macomb:** Travel Groesbeck (M-97) highway to Elizabeth Road. Turn west on Elizabeth for one block, then south on Dunham Road. Turn right at the first driveway into the Center. First gray brick building on the right.



**Kirtland:** From I-75 going North. Take St. Helen Exit 222 and go north to F97 to the school. From I-75 South take the Roscommon Exit 244 to town and go North (left) on M-18 – 6 mi. and follow the signs: from US27 North. Take Military Rd. Exit to town and go north on M18 – 6 mi. to signs.